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Library Trustee Minutes 3/9/10

Robbins Library Board of Trustees Minutes of the Meeting March 9, 2010

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:15 p.m. Attending were trustees Kathryn Gandek-Tighe, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Absent were Heather Calvin and Brigid Kennedy-Pfister. Also attending were the Library Director, Maryellen Loud, and Assistant Director, Susan Priver.

Approval of Minutes

Upon a motion by Ms. Radochia, with a second by Ms. Gandek-Tighe, the board approved the minutes of the meeting of February 9, 2010.

Upon a motion by Ms. Muldoon, with a second by Ms. Gandek-Tighe, the board approved the minutes of the meeting of January 21, 2010.

Communications

Massachusetts Board of Library Commissioners & Massachusetts Library Trustee Association are holding symposia on 4/10 & 4/28. All trustees already received information about these events.

Juliana Rice, Town Council, sent to all department heads and members of all boards and commissions, two legal memoranda regarding "Open Meeting Law/Use of E-mail for Deliberation" and "Ethics Reform Legislation". All trustees need to complete an online ethics training program and give the completion certificate to Ms. Loud by April 2, 2010.

Community Time

Mary Margaret Franclemont shared with the trustees that the Financial Committee recommended the library budget for FY11 as presented to them by the Town Manager. If local aid is increased to the community, then the library budget may increase.

Director's Report

Trustees read the February Director's Report.

The older active adult grant to the Massachusetts Board of Library Commissioners was discussed.

Accounts were established, so the Fox Branch librarians can order DVDs for the Fox Library. These accounts authorized the two individuals to place orders.

State Certification Requirements

Ms. Loud called the trustees attention to the handouts related to State Aid to Public Libraries and Certification Requirements for Public Libraries and reviewed these materials.

Policy Review

Eight policies were listed for approval, as they currently exist. The procedure going forward for policies needed editing and/or amending was discussed. No decision was made.

Mr. Murphy made a motion to approve all policies listed on the "policies for re-approval" and Ms. Gandek-Tighe seconded the motion. The motion was approved unanimously.

Ms. Loud asked the trustees to discuss the "Local Author" policy. The consensus was to focus on the community read and not to allocate resources to local author events in the near future. Ms. Gandek-Tighe suggested holding a future event with many local authors strategically located throughout the library building.

Fundraising

The fundraising committee met and created a draft letter to be mailed in April. Ms. Calvin is coordinating this effort. The Friends of the Library have not yet sent out the annual membership drive that was originally targeted for March.

The Fox Branch Library financial discussion on the agenda at the Selectman's Meeting Monday 3/9/10 was tabled to 4/12/10.

Friends Update

Upcoming programs and events:

4/10 Book sale
4/15 Annual Meeting
4/30 Online job searching event

May Antiques Appraisal Event

Participation in Arlington Community Network (ACN)

The trustees read the letter and information provided by the ACN. The ACN has asked the library to be a partner. This discussion was tabled for discussion at a future meeting after Ms. Loud received more information.

Public Use of Projector

Organizations have requested use of the library's projector. Nancy Gentile has discussed the potential for Computer Café to rent projectors to library users. If Computer Café were to donate a stand, they could advertise their service as well on the stand; otherwise, the library will purchase a stand.

Movable Periodical Shelving

Ms. Loud had a shelving vendor visit the library and provide estimates for movable periodical shelving. There are three options:

All metal shelving with wooden end panels (\$13,000-\$17,500)
Oak veneer shelving (\$23,000-\$34,000)
Solid wood shelving (in the range of \$75,000).

This discussion will be ongoing.

Children's Programming Budget Request

Ms. Gandek-Tighe made a motion and Mr. Murphy seconded the motion to move \$400 from the children's sign language program trust fund into the children's general programming fund. The motion was approved unanimously.

Staff Attendance at ALA Annual Conference

The current staff development fund has been depleted for FY10. A few staff members have requested reimbursements for ALA in June 2010 in Washington, D.C. Ms. Muldoon presented a motion to allocate \$3000 for ALA annual conference attendance in FY10 that was seconded by Mr. Murphy. The motion was unanimously approved.

Date of Next Meeting

The next meeting will be April 13, 2010.

Adjournment

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Susan Priver
Assistant Director